

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 19 August 2010 commencing at 7.00pm.**

**Councillors present:** DA Adams-Payne, in the chair, CM Frankland, GF Frankland, CE Hall, EW Hall, RS Martin, M Oldfield and AJ White.

**In attendance:** PC K Humble and two parishioners.

**76/10** **APOLOGIES FOR ABSENCE** - Cllr BL Taylor, Dist. Cllr A Bailey and County Cllr P Read.

**77/10** **TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr CM Frankland** declared a personal interest in item 83/10.1.1 (application 10/00614/FUL) because she lives on Martins Lane where the site is located ( Declaration no. 008-2010).
2. **Cllr GF Frankland** declared a personal interest in item 83/10.1.1 (application 10/00614/FUL) because he lives on Martins Lane where the site is located (Declaration no. 009-2010).
3. **Cllr DJ Badcock** declared a personal interest in item 83/10.1.1 (application 10/00614/FUL) because he lives on Martins Lane where the site is located (Declaration no. 010-2010).
4. **Parish Clerk, Mrs JM Wardle**, declared a personal and prejudicial interest in item 90/10 (Handyman Position) because her husband was an applicant (Declaration no. 011-2010).

**78/10** **ECDC STANDARDS COMMITTEE HEARING 28/07/10**

1. **To receive formal notification from ECDC Standards Committee regarding breaches of the Code of Conduct made by Cllr KO Winters on 5 November 2009** – The Chairman informed the Council of Standards Committee's decision:

**Sanction:**

Partial suspension has been imposed with immediate effect from attending Parish Council meetings, or meetings whereby Cllr Winters represents the Parish Council including use of the resources of the authority, and only contact in writing to the Parish Clerk for a period of up to six months or until such time as that the Member has met the following requirements:

- i) The submission of a written apology, in a form agreed by the Chairman of the Standard Hearings Sub-Committee, to all Little Downham Parish Councillors, the Ex Chairman Rick Stacey and the Clerk.
- ii) That Code of Conduct training has been undertaken.

**Reasons:** The reasons for the sanctions imposed were due to the inappropriate behaviour of Cllr Winters at the Parish Council meeting and his ongoing conduct. Members of the public were present at the meeting and were concerned and embarrassed by his conduct. The training will enable the parts of the Code of Conduct and issues raised to be addressed.

**Right of Appeal:** Cllr Winters has the right to appeal against the Sub-committee's decision by applying in writing to the President of the First Tier Tribunal for permission to appeal / suspension of any sanctions imposed until any appeal is determined, within 28 days of receipt of the notice of the Standards Hearing Sub-Committee findings.

**79/10** **PARISH CRIME MATTERS**

1. **Police Crime Reports** - Between 22/07/10 and 18/08/10 five crimes were reported in the parish and 18 calls for services were made.
2. **To report recent events** – The Council was informed of an arson attack on a bin on Ely Road and of some hay in the Cartshed at the beginning of August. The police are following up the incident in Pingle Wood, as some youths were still there when the Fire Brigade were called.

7.20pm PC Humble was thanked for attending and left.

**80/10** **PUBLIC FORUM**

Mr Winters stepped forward and tossed an envelope onto the Council table stating that he was requesting a grievance form from the Clerk. Mr Winters requested that the Chairman reads the full decision of the Standards Committee Hearing, which included a complaint of 04/11/09. The Chairman noted his comments. It was pointed out that copies of the Standards Committee Hearing Decision Notice were available for members on the table.

- 81/10 **DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & T Goodge)** – Nothing to report.
- 82/10 **COUNTY COUNCILLOR'S REPORT (County Cllr P Read)** – Nothing to report.
- 83/10 **PLANNING MATTERS**
1. **Planning correspondence -**
- 1.1 **10/00614/FUL** Mr & Mrs K Scott, land rear of 101 Main Street, Lt Downham – Construction of dwelling, garage and associated works –  
**Resolved** - Little Downham Parish Council has concerns about the application and recommends that amendments are made to the scheme.  
**Concerns: Access to and from the site onto the highway.**  
**Reason: It is considered that visibility is restricted from both sides and the site is close to the junction of Martins Lane and Main Street.**
- 1.2 **For information only:**  
**ECDC Applications approved: 10/00339/FUL**  
**ECDC Applications refused: 10/00526/FUL**
- 84/10 **FINANCE**
1. **To approve bills and other items for payment** – The following was proposed by Cllr CM Frankland, seconded by Cllr M Oldfield and unanimously approved.  
**Resolved** to approve list of payments for cheque numbers 000726 to 000736 and direct debits for the total sum of £4055.76.
- For information:**
- 1.1 **BTCV** - BTCV could not insure the Conservation Group for chainsaw use cover because Mr Norton's certificate was not dated with the past three years. Mr Norton and the Conservation Group Chairman have been informed and accepted the situation, as it would be too costly for Mr Norton to undertake up-to-date training for a new certificate.
- 1.2 **Annual Audit 2009/10** – It was confirmed that Moore Stephens had audited and approved the Annual Return and notices had been duly posted on Parish Council notices boards.
- 85/10 **PARISH MATTERS**
1. **Development on land to the north of 92a And 94 Main Street, Little Downham (Buckingham & Sparrow) – to consider support of site road being adopted if possible** – It was agreed to support Chambers Way being adopted by CCC in order to avoid the same problems of refuse bags and boxes at Oak Farm Drive and to encourage recycling.  
**Resolved** to write to Buckingham & Sparrow to express support of their request for the road in Chambers Way to be adopted by Cambridgeshire County Council.
2. **Non-agenda item – for information**  
As a result of a car hitting the electricity pole stays adjacent to the Village Hall car park on School Lane, it was reported that dry grass on the Feoffees Land adjacent to No. 6a caught fire from a spark of electricity. The Clerk was asked to contact the Fire brigade to request a copy of the Fire Report and comments relating to the event. The Council will contact EDF or similar to reiterate the need for the cables to be underground.
- 86/10 **CAPITAL PROJECTS**
1. **Lt Downham Cemetery – update from working group** – There were no matters to report.
2. **Lt Downham Village Hall – update from working group** – The group will contact ECDC Conservation Officer, Lorraine King, to discuss what options are available for the enhancement/repairs to the rear terrace.
- 87/10 **RISK ASSESSMENTS**
1. **To consider the BMX Risk Assessment Report by T Payne 10/08/10** – The Report was reviewed. It was noted that the site has been built larger than allocated (32m x 19m) (Min.17/10), a litter bin has been installed, Conditions of Use notices are required, which should include *no vehicles on the playing field unless authorised by the parish council*.  
**Resolved** that the Clerk contact Mr Payne to discuss the 'demarcation of the site' and if a fence is needed or not, to produce Condition of Use notices and to discuss the possibility of public liability cover with the insurance company.
- 88/10 **HIGHWAYS**
1. **Replies re matters reported from previous meetings** – No replies.

**2. To report current matters of concern:**

**2.1 Black Bank Road, Adventurers Drove and Third Drove** – to report as at 22/07/10 meeting.

8.05pm One parishioner left.

**2.2 Byway 50, West Fen Drove, Lt Downham** – Large ruts on the Byway caused by 4x4 vehicles.

**2.3 Foxes Drove, off B1411 between A10 and Lt Downham** – Request by horse riders for the overgrown hedging to be cut back.

8.19pm One parishioner left.

**3. CCC - Winter Service – Gritting Arrangements** – The Council had no objections to the proposed routes, it does own any grit bins, and it did not provide a list of local farmers to assist in the distribution of salt during the gritting season because some farmers have been disillusioned in the past by the practicalities of their tractors using red diesel, when on national roads they are required to use white diesel. It was reported that farmers were also concerned about insurance aspects such as who covers them for the work. It was mentioned that in the past some farmers had not been paid when assisted, or were trained but not called upon to assist.

**89/10 EXCLUSION OF PUBLIC & PRESS**

**1. It is hereby resolved in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda Item 90/10, Human Resources, it is advisable in the public interest that the public and press be temporarily excluded from this meeting and they are herewith instructed to withdraw.**

**90/10 HUMAN RESOURCES**

8.24pm The Clerk left the meeting prior to the next item being discussed.

**1. To consider a recommendation from the interview panel for the appointment of the Parish Council Handyman** – Seven applications were received and shortlisted by a system of looking at the job description and awarding points, which lead to three applicants being invited to interviews. The Interview Panel (Cllrs D Adams-Payne, E Hall, M Oldfield and B Taylor) asked the same questions to each applicant and concluded unanimously to propose that Mr M Wardle be offered the handyman post and a relief post be offered to Mr R Beeney.

**Resolved unanimously to approve the Interview Panel's recommendations and offer the handyman post to Mr M Wardle and relief post to Mr R Beeney Snr. Mr Wardle is required to start with effect from week commencing 22/08/10.**

A letter of thanks was received from Keith Norton and read to the meeting.

8.34pm The Clerk was invited back to the meeting. The Clerk was asked to write to Mr Norton to thank him for his services to the council over the past two years.

**Resolved that the Clerk sends offer letters to Mr Wardle and Mr Beeney, apply for CRB checks and refer the handyman contract to the Chairman and Vice Chairman.**

**91/10 REQUEST OF ITEMS FOR FUTURE CONSIDERATION**

**1. Lt Downham Pavilion** – to consider maintenance and an extension

There being no further business, the meeting was closed at 8.40pm.

Signed ..... (Chairman) Date .....